

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **DECEMBER 12, 2012**

Committee Members Present: Others Present:

Supervisors Thomas
Taylor
Sokol
Kenny
Merlino
Conover

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer

Supervisors Girard
Loeb
Mason

Committee Members Absent:

Supervisors Monroe
Bentley
Wood

Strainer
Westcott

Mike Swan, County Treasurer
Kevin Hajos, Deputy Superintendent of Public
Works
Bob Iusi, Director, Probation
Mary Beth Casey, Commission, Board of Elections
Suzanne Wheeler, Acting Commissioner,
Department of Social Services (DSS)
Julie Montero, Fiscal Manager, DSS
Don Lehman, *The Post Star*
Nicole Livingston, Second Deputy Clerk

Mr. Thomas called the meeting of the Finance Committee to order at 10:02 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve the minutes of the November 7, 2012 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Thomas stated Item 1 were the requests for Transfer of Funds which were attached for Committee approval. He noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Merlino, seconded by Mr. Conover, and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas advised Items 2A and B were referrals from the County Treasurer. Item 2A, he said, was a request to authorize a loan from the General Fund in the amount not to exceed \$1.5 million to Westmount Health Facility at an interest rate of 0.25%

to be repaid within one year, due to cash flow problems until the IGT funding was received.

Motion was made by Mr. Taylor and by Mr. Sokol to approve the request as presented.

Mr. Taylor recalled past discussions in which there was uncertainty as to whether or not the IGT funds would continue to be received and Paul Dusek, County Administrator confirmed that, noting that they would be received this year and next year and were included in the budget; however, he said, he had received notification that the funds for this year would be delayed until 2013.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 2A as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas stated Item 2B was a request to change the hours the Treasurer's Office is open to the public to 8:30 a.m. to 4:30 p.m. to allow staff to have the proper amount of time to cash out and investigate any differences at the end of the day. He noted the request was tabled at the November 7, 2012 Finance Committee meeting.

Motion was made by Mr. Merlino, seconded by Mr. Conover and carried unanimously to approve Item 2B as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas expounded Item 3 was a referral from the Community College Committee, requesting to authorize payments to SUNY Adirondack for the year 2013 for the sum of \$1,844,538 as follows:

January 2013 - \$614,846

April 2013 - \$614,846

July 2013 - \$614,846.

Motion was made by Mr. Taylor, seconded by Mr. Conover and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas apprised Item 4 was a referral from the County Clerk-Motor Vehicles Committee, requesting to amend the 2012 County budget to increased estimated revenues and appropriations in the amount of \$2,500 to reflect receipt of funds from towns in support of the Bicentennial Project.

Motion was made by Mr. Merlino, seconded by Mr. Conover and carried unanimously to approve Item 4 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas asserted Items 5A through E were referrals from the County Facilities Committee. He pointed out Items 5A through D were referred from the Airport. Item 5A, he said, was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$1,052.40 to reflect receipt of reimbursement for Airport expenses incurred during the July 16, 2012 aircraft accident.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve Item 5A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas added Item 5B was a request to close certain Airport Capital Projects and return all remaining funds to the General Fund, as per the attached.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Item 5B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas remarked Item 5C was a request to increase Capital Project No. H306.9550 280 Land/Avigation Easement-Forest Ent. in the amount of \$11,570.52 to fund the Local Share of the next Phase of the Project, with the source of funding to be General Fund Unappropriated Surplus.

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to approve Item 5C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas added Item 5D was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$11,570.52 to fund the Local Share of Capital Project No. H306.9550 280 Land/Avigation Easement-Forest Ent.

Motion was made by Mr. Merlino, seconded by Mr. Taylor and carried unanimously to approve Item 5D as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 5E was referred from Buildings & Grounds and was a request for a Contingent Fund transfer in the amount of \$3,500 to purchase a power meter for the Human Services Building (\$2,500) and locksets for the safe rooms in the Municipal Center (\$1,000).

Motion was made by Mr. Conover, seconded by Mr. Sokol and carried unanimously to approve Item 5E as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas advised Items 6A and B were referrals from the Criminal Justice Committee. Item 6A, he said, was referred from Probation, requesting a Contingent Fund transfer in the amount of \$16,378 to provide additional funding for the Alternative Sentencing Program contract.

Motion was made by Mr. Taylor and seconded by Mr. Sokol to approve the request as presented.

Bob Iusi, Director of Probation, interjected that this request was for 2013 and did not need to be accomplished during this fiscal year.

Motion was made by Mr. Conover, seconded by Mr. Merlino and carried unanimously to table action on Item 6A until 2013.

Mr. Thomas stated Item 6B was referred from the District Attorney, requesting a Contingent Fund transfer in the amount of \$1,200 to provide additional funding for the sick leave incentive.

Motion was made by Mr. Sokol, seconded by Mr. Conover and carried unanimously to approve Item 6B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas commented Items 7A and B were referred from the Gaslight Village Ad Hoc Committee. He advised Item 7A was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$1,861.50 to reflect reimbursement to the Village of Lake George for legal fees incurred in connection with the second SEQRA review of the former Gaslight Village property; with the source of funding to be a transfer from Code A.691.07 Deferred Revenue-Gaslight Village.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 7B was a request to amend Resolution No. 817 of 2010 which authorized reimbursement for maintenance completed on the former Gaslight Village property, to correct the budget codes from A.1620 439 to A.1625 413 for the amount of \$2,371.50 and A.1625 439 for the amount of \$1,657.50.

Motion was made by Mr. Merlino, seconded by Mr. Taylor and carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas apprised Item 8 was a referral from the Human Services Committee, Employment & Training Administration, requesting to amend the 2012 County budget

to increase estimated revenues and appropriations in the amount of \$93,256 to reflect receipt of Federal funds to reimburse training for dislocated workers through the Trade Adjustment Act.

Chairman Stec entered the meeting at 10:16 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Item 8 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas remarked Items 9A through C were referrals from the Public Safety Committee. He stated Item 9A was referred from the Sheriff & Communications, requesting to amend the 2012 County budget to increase estimated revenues and appropriations in the amount \$3,081 to reflect receipt of insurance recoveries.

Motion was made by Mr. Conover, seconded by Mr. Merlino, and carried unanimously to approve Item 9A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas added Item 9B was referred from the Office of Emergency Services, requesting to increase Capital Project No. H254.9550 280 Fire Training Center Project in the amount of \$197,598 to include the entire amount of the grant, which was not reflected in the original budget for the Capital Project, with the source of funding to be H254.9550 3002 Fire Training Center Project-Shared Municipal Services Incentive State Grant.

Motion was made by Mr. Taylor, seconded by Mr. Conover and carried unanimously to approve Item 9B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 9C was referred from the Fire Prevention & Building Codes, requesting a Contingent Fund transfer in the amount of \$2,150 to cover a shortfall in auto repair budget code as a result of excessive repairs to vehicles.

Motion was made by Mr. Sokol, seconded by Mr. Conover and carried unanimously to approve Item 9C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas informed Items 10A through G were referrals from the Public Works Committee. Items 10A through C, he said, were referred from the Parks, Recreation & Railroad. He advised Item 10A was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,600 to reflect receipt of a grant award from the Charles R. Wood Foundation for the purchase of

electronic equipment for outreach programs for Up Yonda Farm. He noted this request would be held until January 2013.

Motion was made by Mr. Conover, seconded by Mr. Sokol and carried unanimously to approve Item 10A as outlined above, and the necessary resolution was authorized for the January 2013 Organization meeting.

Mr. Thomas remarked Item 10B was a request to close Capital Project No. H223.9550 280 RR Grade Crossing Improvements and returning the remaining funds, estimated at \$0.50 to the General Fund.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried unanimously to approve Item 10B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas added Item 10C was a request to amend Resolution No. 263 of 2012 to change the budget codes as per the attached.

Motion was made by Mr. Conover, seconded by Mr. Sokol and carried unanimously to approve Item 10C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas informed Items 10D through G were referred from DPW. Item 10D, he said, was a request close various Capital Projects and returning remaining funds to the General Fund and to the Reserve for Bridge Replacement and Repair, as per the attached.

Motion was made by Mr. Taylor, seconded by Mr. Conover and carried unanimously to approve Item 10D as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas mentioned Item 10E was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$119,017.24 to fund the Local Share of Capital Project Nos. H319.9550 280 Hicks Road Reconstruction (CR 52) and H320.9550 280 Crane Mountain Road Bridge.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve Item 10E as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 10F was a request to increase Capital Project No. H319.9550 280 Hicks Road Reconstruction (CR 52) in the amount of \$71,410.34 for the anticipated 5% Local Share for the project construction and construction inspection services. He stated Item 10G was a request to increase Capital Project No. H320.9550

280 Crane Mountain Road Bridge in the amount of \$47,606.90 for the anticipated 5% Local Share for the project construction and construction inspection services.

Motion was made by Mr. Merlino, seconded by Mr. Conover and carried unanimously to approve Items 10F and G as outlined above, and the necessary resolutions were authorized for the next Board meeting.

Mr. Thomas reported Items 11A through H were referrals from the Support Services Committee. He noted Items 11A through F were referred by the County Administrator. Item 11A, he said, was a request to close Capital Project No. H108.9550 280 Computerization Effort and returning the remaining amount of approximately \$4,605.37 to the General Fund.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 11A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas asserted Item 11B was a request to Amending Resolution No. 671 of 2012 to clarify the computer and related equipment to be purchased with Reserve Funds.

Motion was made by Mr. Taylor and seconded by Mr. Conover to approve the request as presented.

Mr. Dusek explained the Reserve Fund was set up to only purchase computers and it was realized that it needed to include the purchase of software and hardware. He pointed out that caution needed to be used with the expenditures of Reserve Funds, and therefore they desired to broaden the definition. In reviewing the definition, Mr. Dusek recognized it listed the purchase of vehicles which should not be included.

Mr. Taylor amended his motion to remove the purchase of vehicles from the list of items to be purchased with the Reserve Funds and Mr. Conover amended his second to the motion.

Mr. Thomas called the question and the amended motion was carried unanimously to approve Item 11B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas mentioned Item 11C was a request to transfer funds from the General Fund to the Computer Capital Reserve Fund in the amount of \$4,605.37.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Item 11C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas informed Item 11D was advising that the County Administrator would provide a Transfer of Funds to pay for the copier project and employee benefits at the December 21, 2012 Board meeting.

Motion was made by Mr. Conover, seconded by Mr. Kenny and carried unanimously to approve Item 11D as outlined above.

Mr. Thomas added Item 11E was a request for authorization to extend the contract with Hess (expiring 12/31/2012) for purchase of natural gas for County operations through Municipal Electrical and Gas Alliance (MEGA).

Mr. Taylor questioned if there were any changes to the contract and Mr. Dusek replied affirmatively. Mr. Dusek recommended waiting until the December 21st Board meeting to sign the contract because inevitably there would be rate changes between now and then. He stated that if a two year contract was executed, the County would save approximately \$1.30 per decotherm over what was paid this past year. He mentioned that gas prices and the fixed base price that was included with the gas price had both gone down. Mr. Dusek apprised he originally received the contract in November but he felt the rates were too high at that time, which were 5.343 per decotherm and now were 5.18 per decotherm. He projected the natural gas prices to drop even further over the next few days. He requested permission to authorize the Chairman of the Board to sign the contract prior to the Board meeting in order to lock in the prices at the lowest possible rate, and to execute it for a two year period to provide stability in the County budget.

Motion was made by Mr. Sokol and seconded by Mr. Taylor to approve the request as presented.

Discussion ensued with regard to executing a one year contract or a two year contract and the possible benefits of both.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 11E as outlined above for a two year term, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 11F was a request for authorization to expend funds from the Computer Capital Reserve Fund for replacement of computers and related equipment.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 11F as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas expounded Item 11G was referred from the County Attorney and was a request for opinion by the U.S. Board of Geographic Names to rename Bald Mountain to Jimmys Peak and rename Jimmys Peak to Willard Mountain.

Motion was made by Mr. Sokol, seconded by Mr. Conover and carried unanimously to approve Item 11G as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas said Item 11H was referred from the Board of Elections, requesting a new contract with NTS Data Services, LLC to add full document imaging to the existing Voter Registration Program, commencing December 24, 2012 and terminating December 31, 2013 for a lump sum amount of \$41,963.

Motion was made by Mr. Sokol and seconded by Mr. Kenny to approve the request as presented.

Mr. Thomas asked if the County currently contracted with NTS Data Services, LLC and Mary Beth Casey, Commissioner of the Board of Elections, responded that this would be a new contract. She further explained this would allow the Board of Elections to do full document imaging; thereby downsizing the amount of retention they had to maintain. She added this would also allow them to immediately view the entire history of a voter.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 11H as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas advised Item 12 was a referral from the Tourism Committee, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$25,878 to reflect the costs associated with leasing space at the Adirondack Outlet Mall and the salary of a part-time employee. He noted this request would be held until January 2013.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried unanimously to approve Item 12 as outlined above, and the necessary resolution was authorized for the January 2013 Organization Board meeting.

Mr. Thomas remarked Item 13 was a referral from the Traffic Safety Committee, requesting to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$4,320 to reflect receipt of grant funds.

Motion was made by Mr. Conover, seconded by Mr. Sokol and carried unanimously to approve Item 13 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas informed Item 14 was a request to authorize payment to Treasurer of Warren County Soil & Water Conservation District in the amount of \$284,000 for 2013.

Motion was made by Mr. Kenny, seconded by Mr. Conover and carried unanimously to approve Item 14 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas announced Item 15 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item Nos. 3, 4C, 4D, 4E, 5A, 5B, 6B and 8. Joan Sady, Clerk of the Board, advised Items 4D and 4E were tabled at the Personnel Committee meeting.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 15 as outlined above.

Mr. Thomas expounded the County Administrator had additional items to present to the Committee. The first, he said, was a request to purchase four automatic staplers for the Board of Elections at the cost of \$218 each. Mr. Thomas recommended the source of funding be a Contingent Fund transfer.

Motion was made by Mr. Kenny, seconded by Mr. Conover and carried unanimously to approve the request to purchase four automatic staplers for the Board of Elections with the source of funding to be a Contingent Fund transfer as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas advised the next item was a request to advertise in Leading Age for Westmount Health Facility at a cost of \$200 to be transferred from the Contingent Fund. Mr. Dusek added he would be advertising prior to the Board meeting because the opening date for the bids was February 7, 2013 and they wanted to provide as much notice as possible.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request to advertise in Leading Age for the Westmount Health Facility with the source of funding to be a Contingent Fund transfer as outlined above, and the necessary resolution was authorized for the next Board meeting. *Please note: Subsequent to the meeting, it was determined that the source of funding would be the from the Purchasing Departmental budget.*

Mr. Thomas referred to Item IV. Topics to be reported on/discussions/updates and noted Item 1 was a Notice of Contemplated Deviation from the IDA Standard PILOT Agreements for 21 Bay Street Properties.

Motion was made by Mr. Taylor and seconded by Mr. Kenny to support the request as presented.

Mr. Thomas apprised this was for new construction, and usually there was 100% exemption for a 5 year period, and 50% for an additional 5 years; however, he said, the deviation would be 100% exemption for a 7½ year period and 50% for an additional 7½ year period.

Mr. Taylor expressed his support of this project and Mr. Kenny echoed Mr. Taylor's comments of support.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 1 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas mentioned Item 2 was the Response to the Budget Analysis Report from the County Treasurer as prepared by the County Administrator, which would be emailed when completed.

Mr. Thomas directed the Committee members to the Pending Items and remarked Item 1 was for the County Attorney to contact Erie County Attorney's Office to discuss the legal theory of the 911 lawsuit and on what basis they were proceeding, and report back to the Committee with his findings. (10.12.11) Status Update: County Attorney expressed the County's interest in participating in the 911 lawsuit and would continue to follow up on the issue. Mr. Auffredou informed at the November 7, 2012 Committee meeting that he would make one more attempt to obtain information and report back to the Committee.

Mr. Thomas said the County Attorney had made contact and Erie County had advised that they were not pursuing a lawsuit; therefore, he said, the item could be deleted from the Pending Items list.

There being no further business to come before the Committee, on motion made by Mr. Kenny and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 10:59 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk